

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDS, 7D-26 Hqs.		
2			
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6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>			
Copies have been forwarded to Gordon Stewart and Tom Parrott.			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM	ADDRESS AND PHONE NO.	DATE	
D/S	4E-60 Hqs	1/7/71	
UNCLASSIFIED		CONFIDENTIAL	SECRET

STATINTL

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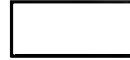
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S-E-C-R-E-T

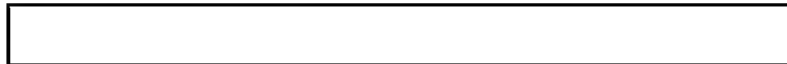
SECURITY



25X1

SUBJECT : Disclosures of Classified Information and  
Coordination and Clearance of Official Statements

REFERENCES:



25X1

1. The President is deeply concerned over the disclosure in the public media of classified information bearing upon important aspects of national security, particularly that which tends to jeopardize intelligence sources and methods. He has directed that immediate steps be taken to ensure that only individuals with a demonstrated "need-to-know" and possessing an appropriate clearance have access to classified information and are aware of the necessity to protect it from public disclosure. In addition, the President has ordered responsible officials to take firm disciplinary action against individuals under their jurisdiction found responsible for careless or deliberate mishandling of classified information.

GROUP I  
Excluded from automatic  
downgrading and  
declassification

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2. The Director of Central Intelligence has the statutory responsibility for the protection of intelligence sources and methods, <sup>THESE</sup> which include clandestine agent operations and technical collection systems. Unauthorized disclosures <sup>in</sup> in these areas could result in the compromise of agent personnel or effective countermeasures by the opposition.

3. Our policies and procedures governing the dissemination and control of classified intelligence information are fundamentally sound. It is necessary, <sup>VE</sup> however, that all employees become fully  <sup>MINDFUL</sup> aware of these policies and procedures and adhere to them. Among those of particular importance are:

ILLEGIB

(a) Inquiries from representatives of public information media will be referred to the Assistant to the Director who is responsible for the coordination of press inquiries within the Agency. Employees of the Agency will have no contact with representatives of the public information media for the purposes of furnishing information without the approval of the Assistant to the Director. All public requests for information under P. L. 89-487, "Freedom of Information Act" are to be handled and approved or disapproved by the Assistant to the Director.

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(b) Employees should avoid contacts with public information media representatives which might result in misuse or misconstrual of statements on matters of interest to the Agency. All employees are admonished to omit from social conversation any suggestion that their insights on matters of national security or foreign affairs generally are based on privileged information and to avoid any inference, in any way, that the positions they take either in support of or at variance with announced national policy are supported by such information. ILLEGIB

(c) Public statements, press releases and official external communications having known or potential presidential interest or having broad policy implications must be submitted to the Executive Director-Comptroller for clearance with the White House prior to release.

(d) To prevent unauthorized disclosure of classified intelligence information, the Executive Director-Comptroller or the Deputy Director concerned will monitor all requests for unofficial public appearances or publications.

(e) Official data are not to be copied or removed from the files of the Agency for release outside the Agency except by those officials who have been so authorized through the chain of command by the Director of Central Intelligence. Internal disclosures of

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(f) Any persons having knowledge of any unauthorized disclosure of classified intelligence must report it promptly to the Director of Security, who in coordination with the appropriate Deputy Director or the Executive Director-Comptroller, will determine the steps to be taken to (1) limit the extent of the damage and (2) identify the person responsible for the unauthorized disclosure. He will also provide prompt notification, if necessary, to all official recipients that an unauthorized disclosure has occurred, together with advice of remedial action to be taken.

4. The cooperation of all employees is <sup>PARTICIPATION</sup> requested to ensure <sup>ESSENTIAL</sup> that our national security is protected against damage resulting from unauthorized disclosure. The unauthorized disclosure of  classified information can seriously jeopardize intelligence sources

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statutory responsibilities for the protection of intelligence  
sources and methods seriously and is prepared to take strong  
disciplinary measures on any violation of this and existing  
directives which are designed to protect these sources and methods.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY  
Deputy Director  
for Support

DISTRIBUTION: ALL EMPLOYEES

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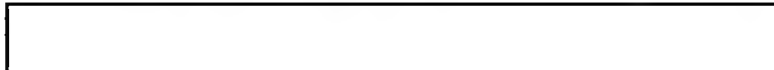
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY  
Deputy Director  
for Support

DISTRIBUTION: ALL EMPLOYEES

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a. The responsibility of the appropriate intelligence chief of each component for assessing the risk to intelligence sources and methods involved in deliberate disclosures should be defined, and procedures whereby proposed disclosures are brought to his attention for review should be delineated. This review and assessment should be performed whenever any classified intelligence is proposed for declassification or for use in briefings, testimony, symposiums, seminars, speeches, writings for publication, presentations, courses of instruction, press releases, formal and informal interviews with press representatives, or other activities in the course of which there is a danger that intelligence sources and methods might be revealed. This assessment should include methods by which such intelligence can be effectively and plausibly sanitized by or with the approval of the originating agency so as to protect the source. Sensitive intelligence to be disclosed should be clearly identified as such and the official disclosing it should be so cautioned when appropriate. This can be particularly important in dealing with public information officials who cannot be expected to be fully familiar with the origins of sensitive information. Records should be maintained regarding any classified intelligence declassified or authorized for disclosure.

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